

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director of Training (O)

DATE: 13 Dec. 51

25X1A9a FROM : [REDACTED]

SUBJECT: Weekly Report - 7 Dec. - 13 Dec. 51

1. Working Group on Employee Rating. The Performance-Potential Evaluation Report was completed and submitted to the Working Group. Suggestions for its revisions have been obtained from the AD(O) OTR and from members of the Working Group. After this Evaluation Report is revised by the Working Group, it will be submitted to the Career Service Committee with suggestions for its implementation.

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2. [REDACTED] TLO, ORR. A conference was held with Mr. [REDACTED] to review psychological information on five employees whom he had under consideration for an important vacancy on the National Security Council. Those employees were: Mr. [REDACTED] Mr. [REDACTED] 25X1A9a
Of these five, Mr. [REDACTED] appeared to have the attributes which were being sought.

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3. [REDACTED] a Professional Trainee, who resigned this past Friday, insisted on telling me his reasons for resigning. His story is a particularly complicated one. Therefore I am preparing a memorandum covering his discussions which will be submitted to you for the record. This memorandum may prove important since he hopes to re-apply for employment next year.

4. Statistical Research.

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[REDACTED] are carrying out a study on the internal consistency of the scale of Attitudes, and they are also correlating scores on this test with age and education. They are also carrying out preliminary revisions of the following psychological forms:

- A. Biographical questionnaire
- B. Test Report Data sheet
- C. Trainee Battery Form
- D. Work Interview questionnaires

The purpose in revising these forms is to bring them up to date and, if possible, to combine them so that one or possibly two can be eliminated.

5. [REDACTED] has been cleared by I & S and she is now working on an assignment of studying the language testing program, with the hope that she will ultimately be given the responsibility of testing employees for language aptitude and, when required, language proficiency.

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